

## **Purpose**

To establish the procedure for procuring consultants' services and the preparation of all consultant contracts, that pertain to planning, development and management of plans and contracts for implementing capital improvements. This Policy provides an outline of basic steps to be followed. Anyone desiring to use consultants should follow the detailed information regarding regulations, rules, proposals, samples of contracts, etc., that can be found in the Consultant Services Manual of Instruction.

## **Policy**

The Consultant Services Unit manages the Department's Consultant Services Program. The Unit provides technical staff support to all agencies and offices for the preparation of contracts, modifications, work task orders, and request orders.

For both Federal aid and State aid contracts, the Consultant Services Manual of Instruction defines the methods of selection, proposal review, contract preparation, and monitoring performance of consultants.

The Consultant Services Unit provides training to all consultants through Unit sponsored workshops.

The Consultant Services Unit identifies qualified consultants based on procedures set forth in the Consultant Services Manual of Instruction.

The Consultant Services Unit maintains and provides documentation of all activities involved with selecting and using consultants.

## **Background**

In the performance of its duties, the Department of Transportation often finds it necessary to use the services of consultants. Accordingly, the Department will develop, publish, and distribute procedures and guidelines, as set forth in the Consultant Services Manual of Instruction, for procuring the services of consultants.

## **Procedures**

### **General Information Supporting the Consultant Services Program** **UDOT 08D-1.1**

**Responsibility:**      Originating Division, Office, or Region

#### **Actions**

1.      Determine the need for consultant services.
2.      Complete all actions set forth in the Consultant Services Manual of Instruction.
3.      Forward all required information to the Consultant Services Unit.

**Responsibility:**      Consultant Services Unit

4.      Work closely with the various divisions, offices, and regions in defining the scope of work and in preparing Request for Proposals in order to obtain specific consultant services.
5.      Complete all actions set forth in the Consultant Services Manual of Instruction. As part of these actions complete the following:
  - a.      Ensure all Federal Highway Administration (FHWA) and State rules and regulations are complied with.
  - b.      Receive proposals from consultants.
  - c.      Coordinate the process of selecting consultants.
  - d.      Negotiate fee and contract terms with consultants.
  - e.      Prepare engineering service contracts.
  - f.      Administer contracts.
  - g.      Prepare contract modifications.
  - h.      Process payment requests.
  - i.      Coordinate actions with the FHWA as set forth in rules, regulations, and manuals of instruction.